



# Vacancy Announcement

## Corporate & Community Liaison Assistant, GS-301-11

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**Announcement Number: NW0301**

**Date Opens: January 25, 2004**

**Date Closes: February 8, 2004**

**Location: Washington Navy Yard**

**Area of Consideration: DoD Commuting Area**

**About Us:** NDW is the regional provider of base operating support to sixteen Naval installations in the National Capital Region. Services provided include public works, human resources, information technology, supply, air operations, ceremonial support, public safety and environmental and safety. The sixteen installations are Washington Navy Yard, Naval Observatory, Anacostia Annex, Arlington Service Center, Nebraska Avenue Complex, Potomac Annex, National Maritime Intelligence Center, Solomons Island, National Naval Medical Center, NAVSUPFAC Thurmont, NAS Patuxent River, NSA Indianhead, NSA Dahlgren, NSA Carderock, NSA Annapolis and Naval Research Laboratory.

**About the Job:** This position is located in the Corporate Information Management (CIM) Program. Incumbent serves as the special assistant to the CIM Program Manager and the Regional Community Service Program (RCSP) Manager. The CIM and RCSP Managers coordinate the Navy's community liaison and corporate government outreach programs for Commandant, Naval District Washington (NDW). The purpose of these programs is to strengthen the relationship between the Navy and regional communities, including civic, corporate, non-profit and government organizations. The Corporate & Community Liaison Assistant supports both managers in implementing these programs to further public understanding and local support of the Navy, NDW, and its tenant commands, activities and services. Incumbent serves as a secondary liaison with local government officials, civic organizations, businesses and professionals. Incumbent also assists in managing Navy support for public events and activities. As a result, the incumbent may be required to work varying hours, including some evening and weekend hours to accomplish objectives.

**Qualifications:** OPM requires one year of specialized experience equivalent to the next lower Grade level.

**Knowledge, Skills and Abilities:** In the body of your resume please address the following:

1. Skill in establishing and maintaining effective working relationships with local, regional and national community groups, public/private sector organizations and senior officials within the military/private sector.
2. Ability to produce written materials to include news articles, fact sheets, brochures and speeches adhering to Navy correspondence requirements.
3. Skill in making oral presentations to military organizations local government officials and civic organizations and businesses within the community.
4. Skill in applying analytical techniques and interpersonal relations skills to liaison with Navy organizations, local and federal government agencies and public/private sector organizations.
5. Ability to identify actual and anticipated problems and issues within the community and to recommend liaison strategies.
6. Knowledge of various computer programs. A qualified typist is required.
7. Knowledge of accepted volunteer management and community service program development practices.

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